

DEPARTMENT OF THE ARMY  
 DEVENS RESERVE FORCES TRAINING AREA  
 Devens, Massachusetts 01432-4424  
 4 February 1998

Property Accountability  
**MAINTENANCE AND MANAGEMENT OF TRAINING SUPPORT CENTER (TSC)  
 ACCOUNTS AND HAND RECEIPTS**

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**HISTORY.** This is the first publication of this regulation under the Devens Reserve Forces Training Area.

**SUMMARY.** This regulation establishes policies and procedures outlining the support rendered by the Training Support Center. It provides regulatory guidance and identifies and delegates responsibilities for the users of this center.

**APPLICABILITY.** This regulation applies to all account and hand receipt holders supported by the Training Support Center.

**SUGGESTED IMPROVEMENTS.** The proponent of this memorandum is the Training Support Center, Directorate of Plans and Training. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, Devens RFTA, ATTN: AFRC-FAD-RC-T, Devens, MA 01432-4424.

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## **CHAPTER 1. GENERAL**

**1-1. Purpose.** To provide guidance and procedures in the maintenance and management of the TSC accounts and hand receipts.

### **1-2. Definitions.**

a. **Appointing Authority.** An officer or civilian employee under the command of or on the staff of the approving authority, authorized to appoint a survey officer.

b. **Approving Authority.** An officer authorized to appoint a survey officer and approve reports of survey “by authority of the Secretary of the Army.”

c. **Army Property.** All property under DA control, except property accounted for as owned by a Non-appropriated Fund (NAF) activity. “government property” and “Army property” are used synonymously with “property”. (AR 735-5)

d. **Command Responsibility.** The obligation of a commander is to assure that all government property within his or her command is properly used and cared for, and that proper custody and safekeeping of government property are provided. Command responsibility is inherent in command and cannot be delegated. It is evidenced by assignment at any level and includes:

(1) Ensuring the security of all the property of the command, whether in use or in storage.

(2) Observing subordinates to ensure that their activities contribute to the proper custody, care, use, and safekeeping of all property within the command.

(3) Enforcing all security, safety, and accounting requirements.

(4) Taking administrative or disciplinary measures, when necessary. (AR 735-5)

e. **Components:**

(1) **Components of end items.** Items identified in technical publications (such as technical manuals) as part of an end item, items troop installed or separately authorized and special tools. Test and support equipment are not components.

(2) **Components and assemblages.** Items identified in Supply Catalog Component Listing (SC/CL) as a part of sets, kits, and outfits (SKO), or other assemblages. (AR 710-2 and DA Pam 710-2-1)

f. Damage. A condition that impairs either value or use of an article; may occur in varying degrees. Property may be damaged in appearance or in expected useful life without rendering it unserviceable or less useful. Damage also shows partial serviceability. It is usually implied that damage is the result of some act of omission. (AR 735-5)

g. Destruction. Action or omission that renders property completely useless. Damage to the point of complete loss of identity or beyond the prospect of future restoration, is considered to be “destruction”. (AR 735-5)

h. Direct Responsibility. Obligation of a person to ensure that all government property, for which he or she has receipts for, is properly used, cared for and that proper custody and safekeeping are provided. Direct responsibility results from receipt of written formal delegation or acceptance of property on hand receipt from an accountable officer. Commanders and/or supervisors will determine and assign in writing the individuals who will have direct responsibility for property. (AR 735-5)

i. Loss. Loss of, damage to, or destruction of property of the U.S. Government under control of the Army, include loss from government accountability. Property that is considered lost when it cannot be accounted for by the personnel responsible for it. (AR 735-5)

j. Negligence.

(1) Simple negligence. The failure to act as a reasonably prudent person would have acted under similar circumstances.

(2) Gross negligence. An extreme departure from the course of action to be expected of a reasonably prudent person, all circumstances being considered, and accompanied by a reckless, deliberate, or wanton disregard for the foreseeable consequences of the act.

k. Personal Responsibility. The obligation of a person to exercise reasonable and prudent actions to properly use, care for, and safeguard all government property in their possession. Applies to all government property issued for, acquired for, or converted to a person’s exclusive use, with or without receipt. (AR 735-5)

### **1-3. Responsibilities.**

a. Property Book Officer (PBO):

(1) Ensure hand receipts are current and hand receipt holders are informed of required inventories.

(2) Ensure accounts are current and account holders are informed when updating is necessary.

(3) Process adjustment documents such as Statement of Charges/Cash Collection Vouchers or Reports of Survey and ensure these documents are posted to the property book.

(4) Requisition property using account holder's funds, when required.

b. Unit Commander Or Immediate Supervisor.

(1) Ensure the person selected as the Primary Hand Receipt Holder (PHRH) is adequately trained and fully aware of the responsibilities of a PHRH by attending an orientation class presented by the TSC.

(2) Inform TSC of all unit personnel changes affecting an account that would require a change of documentation, e.g. appointment orders, DA Form 1687, and hand receipt(s).

(3) Inform TSC of unit deactivation and ensure that all TSC property is returned.

(4) Inform TSC of re-designation of unit and have PHRH(s) perform a 100% inventory.

c. Primary Hand Receipt Holder (PHRH).

(1) Ensure hand receipt update inventories are conducted annually and provide a written statement of the results of that inventory.

(2) Ensure sensitive item inventories are conducted quarterly and provide a written statement of the results of that inventory.

(3) Ensure that all change documents are posted accurately to the hand receipt upon completion of the hand receipt holder update inventory.

(4) Ensure that TSC property entrusted to his or her possession, command or supervision is properly used and cared for and that proper custody and safekeeping are provided.

(5) Ensure that all Preventive Maintenance Checks and Services (PMCS) and scheduled maintenance are performed for TSC property in accordance with (IAW) applicable technical manuals.

(6) Ensure that he or she knows the account number when requesting issues, turn-ins, or account information. Service time will be slower unless the PHRH (account holder) knows his or her account number.

d. Updating Hand Receipts and/or Accounts.

(1) The DA Form 1687 expires one year from initiation date. It is the account holder's

responsibility to submit a new Delegation of Authority card upon expiration. Training Support Center will suspend accounts with expired signature cards. Thirty days after expiration, TSC will notify an Account Holder of delinquency and allow another 30 days prior to initiating a report of survey for any property issued to an expired account.

(2) The DA Form 1687 must also be updated when personnel leave the unit. This is accomplished by submitting a new Notice of Delegation of Authority-Receipt for Supplies.

(3) When a unit requires additional personnel to sign for property an additional DA Form 1687 may be submitted. It is better to submit a new signature card, than to add or delete personnel.

(4) Extended term loan hand receipts will be updated annually. The PHRH will conduct a 100% inventory of all TSC property. Upon completion, the PHRH will sign and date the hand receipt. The TSC supply personnel will process adjustment actions, as necessary.

(5) Units will advise TSC thirty days prior to a PHRH leaving the unit. A joint inventory between the outgoing PHRH and the incoming PHRH will be conducted. Report any discrepancies and submit new orders (para 6b), PHRH orders and a new DA Form 1687.

(6) When there is a Change of Command, you must follow procedures outlined in account establishment (para 6b).

(7) Training Support Center will freeze accounts when hand receipts expire, upon learning or notified that a PHRH holder has left a unit, or when a Change of Command has occurred.

e. Sensitive Items Quarterly Reporting Requirement.

(1) Items received that are classified “**Sensitive**” require a completed inventory, by serial number, type of item, and must be forwarded **quarterly** by memorandum to the TSC. This is an action of no compromise. Account is frozen until rectified.

(2) Type of sensitive items that qualify for reporting are normally devices that shoot real bullets such as:

(a) Conversion Kit, 5.56mm (RimFire Adapter)

(b) M287 Practice Launcher for AT4 (Anti-Tank Weapon)

f. Damaged, Destroyed, or Lost TSC Property.

(1) The PHRH will notify TSC immediately upon discovery of property being damaged, destroyed or lost. Additionally, causative research will be conducted by the unit.

(2) Damaged or destroyed property will be returned to the TSC for an estimated cost of damage inspection.

(3) The PHRH will schedule an appointment with the customer service representative to obtain adjustment action. The person responsible for the loss, damage or destruction should be present to sign the adjustment document. If this person cannot be present, the PHRH will bring the appropriate adjustment paperwork and money order, when required, to the TSC. Customer service will provide assistance in preparation of these forms, as necessary.

(4) Report of Survey, DA Form 4697, is prepared when damage, destruction or loss is more than one month's base pay and/or liability is not admitted. (Figure 1)

(5) Statement of Charges/Cash Collection Voucher, DD Form 362, is prepared when damage, destruction or loss is less than one month's base pay and liability is admitted. (Figure 2)

## **CHAPTER 2. PROCEDURES.**

### **2-1. Hours of Operation.**

Monday through Friday 0730-1130 and 1230-1530  
Appointments not necessary, but strongly advised, walk-ins may be delayed

Saturday & Sunday  
Support is rendered by appointment only

Holidays - closed

### **2-2. Account Establishment.**

a. To become a PHRH, submit DA Form 1687, Notice of Delegation of Authority-Receipt for Supplies (Figure 3) to TSC with one of the following:

- (1) Officers - Assumption of Command Orders (Figure 4).
- (2) Civilian - Additional Duty Appointment Orders (Figure 5).
- (3) Enlisted - Additional Duty Appointment Orders (Figure 6).

b. If the PHRH is someone other than the commander or director, submit one of the following:

(1) Civilian - Appointment orders with a copy of commander's Appointment Orders, assigning him/her to the unit.

(2) Enlisted - Additional Duty Appointment Orders with a copy of commander's Appointment Orders, assigning him/her to the unit.

c. Organizations who do not fall under the Department of the Army must provide an approved copy of DD Form 1144, Support Agreement. (Figure 7)

d. Primary Hand Receipt Holders must attend an orientation class prior to issuance of any TSC property.

### **2-3. Weaponeer and MILES Loan Procedures.**

a. Only personnel who have attended training for the WEAPONER or MILES devices may sign for and receive equipment. Record of attendance or a Certificate of Training, must be in the unit's account folder and individual name(s) must be on the DA Form 1687. Classes are conducted monthly, by appointment only. (Figure 8 - Class Roster; Figure 9 - Certificate of Training)

b. Submit a WEAPONER or MILES Devices Request Form at least two months prior to training. Scheduling for these devices is done 45 days prior to the first day of the month needed for training, (e.g. a request for 17 June would be scheduled on 15 April). Any request received after scheduling is completed will be on a first-come, first-serve basis). Requests may be submitted in person, by mail or by FAX. The point of contact (POC) should be a person assigned full time, as TSC must call the POC to schedule appointments. (Figure 10 - WEAPONER or MILES Devices Request Form)

c. When a request form is received, a customer service representative will contact the unit to schedule an appointment. Units should call the TSC when unforeseen circumstances prevent fulfilling an appointment obligation or late arrivals. Appointment will be rescheduled.

d. At least two representatives from the unit drawing MILES must assist in the issue and loading of equipment. Issuing can consume several hours depending on the size of the order. Units should also confirm the proper (covered) vehicle size necessary to transport MILES.

e. An authorized unit representative must sign an automated bar coded issue document. A copy of the issue documents will be provided. The unit representative will establish a turn-in appointment date at the time of issue.

### **2-4. Return of Weaponeer and MILES.**

a. Units will perform appropriate Preventive Maintenance Checks and Services (PMCS) as required by supporting technical manuals.

b. Only the Certified individual who hand receipts for the equipment, shall return the equipment in case adjustment documentation is needed. Returns require at least two personnel for assisting with after-operation inspection, bar coded inventory, and re-warehousing of equipment. Returns may take several hours.

c. At the completion of a return, TSC equipment handlers will advise customer service representatives of any discrepancies and appropriate adjustment documents will be prepared, as necessary. (Figure 1 - Report of Survey; Figure 2 - Statement of Charges/Cash Collection Voucher)

d. Once TSC representatives are satisfied that supply accountability is achieved, the customer will receive an automated turn-in document. Adverse actions suspend an account until resolved.

## **2-5. Short Term Loan Procedures.**

a. Submit a memorandum at least two weeks prior to the unit's requested issue date. Requests may be submitted in person, by mail or FAX. The unit POC for the memorandum should be a full-time employee in order that TSC may contact POC to schedule an appointment. (Figure 11 - Request for Short Term Loan - Not To Exceed (NTE) 30 day loan)

b. Upon receipt of a memorandum, a customer service representative will contact the unit to schedule an issue appointment and will advise the unit as to how many individuals are required for inventory and loading of equipment. Remember to call the TSC if arriving late or unable to make an appointment. A reschedule will be arranged.

c. Customer service representatives will obtain the signature of an authorized individual on hand receipts and establish a turn-in appointment at the time of issue.

## **2-6. Return of Training Support Materials (TSM).**

a. Unit will perform appropriate PMCS as required by supporting technical manuals.

b. Only the individual who hand receipts for property may return property. Returns require the same number of unit personnel for turn-in of property as the issue required.

c. At the completion of a return, Customer Service will prepare the appropriate adjustment documents for any discrepancy, if necessary.

d. Once Customer Service is satisfied that supply accountability has been achieved, the unit will be given a VOIDED copy of the original hand receipt. Adverse actions will suspend the account until resolved.

## **2-7. Extended Term Loan for "In-Stock" TSM's.**



a. The commander or director will submit a memorandum with justification at least two weeks prior to the unit's requested issue date. Requests may be submitted in person, by mail or by FAX. Point of contact for this memorandum should be a full-time employee as TSC must contact the POC to schedule an appointment. (Figure 12 - Request for Extended Term Loan NTE 1 Year)

b. Training Support Manager will review a request memorandum and forward an approval or disapproval to TSC Customer Service. The manager's decision will be based on property availability and the unit's justification for extended loan. The TSC Customer Service will contact the unit to schedule an issue and advise on the number of personnel required for the issue or explain a disapproved request.

c. Equipment not normally stocked by TSC will require significant lead time to support. Unit commanders should submit annual projections as soon as possible.

#### **2-8. Issue of Graphic Training Aids (GTA).**

a. A GTA (DA Pam 25-37) or related publication is located in the Customer Service area of the TSC. The GTA's may be obtained by asking Customer Service personnel for assistance.

b. Customers will fill out a DA Form 4103-R, Requesting GTA(s) by number and quantity. (Figure 13 - Visual Information (VI) Product Loan Order)

c. Select GTA's, such as charts, and plastic products, will be signed out using the previously stated loan procedures.

#### **2-9. Request for Issue or Turn-In of Visual Information (Video Tapes) Media Products.**

a. Review resource publications provided in the lobby and prepare a DA Form 4103-R, Visual Information (VI) Products Loan Order. Figure 14 - VI Product Loan Order

b. Present this form to the Media Librarian for service.

c. Return of media products apply only to "**not approved for duplication**" media.

#### **2-10. Request for Non-Stocked Visual Information (Video Tapes) Media Products.**

a. Prepare and submit a DA Form 4103-R, Visual Information (VI) Product Loan Order. (Figure 14 - VI Product Loan Order)

b. The Service representative, using your clearly written or typed and signed request, will order the product(s) from the appropriate source(s). The customer will choose either to be notified upon TSC's receipt of the product(s), or mailed directly to customer. This action normally requires 30 days to process, if the product is available.

c. The cost of media, purchased outside DA channels, is born by the requester on a Military Interdepartmental Purchase Request (MIPR), for the stated amount.

## **2-11. Request For Public Address (P/A) Support, and Media Equipment Services.**

a. Submit request specifying, type of support, using DA Form 3903-R at least two weeks prior to the scheduled local event and 30 days for on-site (off-Post) events. (Figure 15 - Visual Information (VI) Work Order)

b. Upon receipt of the request, a technician will call the customer to confirm and establish equipment and Funding requirements if needed, set-up date and time.

c. If unique equipment is needed to support the activity and a purchase of special components is required, the customer may be required to pay for the equipment.

## **2-12. Request for Photo and Graphic Art Visual Information VI products.**

a. Submit DA Form 3903-R Visual Information Work Order explaining requirement. (Figure 16 - Visual Information (VI) Work Order)

b. Depending on work requirement, service technician will advise customer on supply and time requirement to complete the project. Customer will be contacted upon completion.

c. Costs associated with the project(s) will be born by the Shop-Smart customer through appropriate resource management channels.

d. Official photographs are scheduled in advance to accommodate all customers.

e. On-site photographs are scheduled well in advance to enable preparation of travel orders and customer funding documentation, as needed.

## **CHAPTER 3. REFERENCES**

### **3-1. References.**

a. Army Regulation (AR) 25-1, The Army Information Resources Management Program, November 1988.

b. Army Regulation 710-2, Supply and Policy Below the Wholesale Level, 31 March 1994.

c. Army Regulation 735-5, Policies and Procedures for Property Accounting, 31 March 1994.

d. Department of the Army Pamphlet (DA PAM) 710-2-1, Using Unit Supply System (Manual Procedures), 28 February 1994.

e. Department of the Army Pamphlet 738-750, The Army Maintenance Management System (TAMMS).

FOR THE COMMANDER:

OFFICIAL:

EDWARD R. MURDOUGH  
LTC, EN  
Commanding

DISTRIBUTION:  
A thru D



## **APPENDIX A**

### **APPLICABLE FORMS**

Department of the Army Form 4697, Department of the Army Report of Survey.

Department of Defense Form 362, Statement of Charges/Cash Collection Voucher.

Department of the Army Form 1687, Notice of Delegation of Authority-Receipt for Supplies.

Department of Defense Form 1144, Support Agreement.

MILES or WEAPONEER Devices Request Form.

Department of the Army Form 4103-R Visual Information (VI) Product Loan Order.

Department of the Army Form 3903-R Visual Information (VI) Work Order.

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## **APPENDIX B**

### **TELEPHONE LISTING TRAINING SUPPORT CENTER**

**Commercial (978) 796-XXXX**

**DSN 256-XXXX**

**Training Support Manager 3015**

**Customer Service 3014 / 2580**

**Instruction / Operations 3104**

**Property Accountability 2573**

**Media / Graphic Training Aids (GTA's) 2570**

**Photo / Graphic products 2559**

**FAX 2633**

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AFKA-RG-DE-OT (310-10a)

1 October 1996

MEMORANDUM FOR ALL PERSONNEL

SUBJECT: Assumption of Command

By authority of paragraph 2-3, AR 600-20, effective immediately, the undersigned assumes command of the Operations and Training Division, Readiness Group Devens, Devens, Reserve Forces Training Area, Massachusetts 01432-5620.

SIGNATURE BLOCK

Figure 4  
Sample Assumption of Command Orders for Officer  
AFRC-FMD-RC-T (5)

19 May 97

MEMORANDUM FOR Director of Plans and Training, ATTN: Training Support Center  
(TSC), Devens RFTA, MA 01432-5090

SUBJECT: Additional Duty Appointment Orders for Mr. John Smith

1. Effective 1 January 1997, Mr. John Smith is appointed the additional duty as the Primary Hand Receipt Holder (PRHR) for the TSC account # 9G1111 for Readiness Group Devens, Devens, MA 01432.
2. Time Period: Until relieved from duty or orders rescinded.
3. Responsibilities: Familiarize yourself with the duties and responsibilities of the Primary Hand Receipt Holder as outlined in DA Pam 710-2-1 and the TSC SOP. Maintain 100% accountability of all property assigned.

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Figure 5  
Sample Additional Duty Appointment Orders for Civilian

AFRC-FMD-RM-L (5)

1 October 1996

MEMORANDUM FOR Director of Plans and Training, ATTN: Training Support  
Center (TSC), Devens RFTA, MA 01432-5090

SUBJECT: Additional Duty Appointment Orders for MSG Hand R. Primary

1. Effective 1 January 1997, MSG Hand R. Primary is appointed the additional duty as the Primary Hand Receipt Holder (PHRH) for the TSC account # 9G1112 for Devens RFTA, MA 01432.
2. Time Period: Until relieved from duty or orders rescinded.
3. Responsibilities: Familiarize yourself with the duties and responsibilities of the Primary Hand Receipt Holder as outlined in DA Pam 710-2-1 and the TSC SOP. Maintain 100% accountability of all property assigned.

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Figure 6  
Sample Additional Duty Appointment Orders for Enlisted

AFRC-FMD-RC-T (5)

1 October 1996

MEMORANDUM FOR Director of Plans and Training, ATTN: Training Support Center  
(TSC), Devens RFTA, MA 01432-5090

SUBJECT: Request for Short Term Loan of Equipment

1. Request the following equipment in support of Training Exercise X:
  - a. Casualty Simulation Kit, AA-4600, 2 each.
  - b. Anatomic Annie, Torso w/skin DVC 08-16, 1 each.
2. This equipment will be needed for the period beginning 23 November through 28 November 1997.
3. Point of contact for this request is the undersigned at (508) 796-3014.

SIGNATURE BLOCK

Figure 11  
Sample Request for Short Term Loan (NTE 30 days)  
AFRC-FMR-DT-C (5)

1 October 1996

MEMORANDUM FOR Director of Plans and Training, ATTN: Training Support Center  
(TSC), Devens RFTA, MA 01432-5090

SUBJECT: Request for Extended Term Loan

1. Request the following equipment be issued on an extended term loan basis:
  - a. Artillery, Ammo Handlers Round (105mm) DVC T-06-81, 5 each.
  - b. Buttocks, Mouflage Kit DVC 08-11, 2 each.
2. Readiness Group Devens services over 400 Reserve and National Guard units throughout the six New England states. Equipment on loan will be used for, but not limited to, briefings, training conferences, and hands-on orientations. Readiness Group personnel are on the road extensively on weekdays and weekends. The ability to have this equipment on-hand to use will help to sell TSC products to our customers as well as teach unit personnel how to best utilize the equipment. Equipment will be used extensively, at least 2-3 times per week.
3. Point of contact for this request is the undersigned at (508) 796-3014.

SIGNATURE BLOCK

Figure 12  
Sample Request for Extended Term Loan (NTE 1year)  
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